



Date: 19 September 2024

## REQUEST FOR QUOTATION

### THE APPOINTMENT OF SERVICE PROVIDER FOR CLEANING SERVICES FOR THE SOUTH AFRICAN LIBRARY FOR THE BLIND FOR THE PERIOD OF 24 MONTHS (2 YEARS)

#### INTRODUCTION

The South African Library for the Blind (SALB) is an entity for the Department of Sports, Recreation, Arts and Culture, and established in accordance with The Constitution of the Republic of South Africa and the Blind Act 91 of 1998.

The Mandate of the SALB is committed in providing quality service to meet, as fully as practically possible, the information needs of all South Africans who are blind or print handicapped.

The SALB is situated in Makanda, in the Eastern Cape Province.

#### PURPOSE AND OBJECTIVES

The South African Libraries for the Blind (SALB) hereby invite bids from suitable qualified service provider to submit proposals for provision of Cleaning Services for a period of 24 months.

#### Notice to Prospective Bidders/ compulsory submission

Description of goods/services required	Quantity of units or number of months	Special conditions / notes
<p>Cleaning services for the SALB Building, includes 2 floors, 53 offices, 6 kitchens, 12 restrooms, 3 rooms within our gallery and 7 stores.</p> <p>The SALB office is 1521m<sup>2</sup>.</p>	24 months	<ul style="list-style-type: none"> <li>All service providers are to be registered on Central Supplier Database (CSD)</li> <li>All service providers are to submit the following document to meet the requirements: <ul style="list-style-type: none"> <li>Copies of ID Document of the company director(s), must be certified with a certification that is not older than 3 months</li> <li>Company registration certificate and Valid Tax Certificate and /or Tax Pin (SARS) should be attached</li> <li>Company Profile with traceable references</li> <li>Proof of residence</li> <li>All Bidders are required to submit SBD 1, SBD 4 (new) and SBD 6.1</li> </ul> </li> </ul>

<p><b>Note: All the cleaning costs include:</b>  <b>Staff labour costs</b>  <b>Equipment Rental for Vacuum cleaner,</b>  <b>Supply vacuum bags, cleaning chemicals and black bin bags used during the cleaning.</b></p>		<p><b>Note: The quotations will be evaluated based on the Preferential Procurement Policy Framework Act (Act No. 5, 2000), and the Preferential Procurement Regulations thereto (2022), The 80/20 preference point system will be used as per SALB SCM Policy.</b></p> <ul style="list-style-type: none"> <li>• We require 4 cleaners, for 4 hours per day, working 3 days a week, to complete task as outlined below</li> </ul>
<p><b>Kitchens</b></p>		<p><b>Daily</b></p> <p>Clean and sanitize countertops, backsplashes, and sink.</p> <p>Empty and clean the inside of trash cans.</p> <p>Sweep and mop the floors.</p> <p>Ensure adequate stock of dishwashing liquid, swabs, rags, cloths, etc.</p> <p><b>Weekly</b></p> <p>Wipe down kitchen appliances (microwave, refrigerator, kettle, etc.).</p> <p>Clean exterior of cabinets and drawers.</p> <p>Clean interior and exterior of microwaves and refrigerators.</p>
<p><b>Restrooms</b></p>		<p><b>Daily</b></p> <p>Clean and disinfect sinks, countertops, and faucets.</p> <p>Clean and disinfect toilet bowls, seats, and bases.</p> <p>Empty and clean the inside of bathroom trash cans.</p> <p>Sweep and mop the floors.</p> <p>Ensure adequate stock of toilet paper, hand soap, paper towels, etc</p>

		<b>Weekly</b>  Clean and polish mirrors  Clean and sanitize showers
<b>Offices</b>		<b>Daily</b>  Dust and wipe down furniture, including desks, tables, chairs, and cabinets.  Clean mirrors and glass surfaces.  Vacuum or sweep the floors.  Empty and clean the inside of office trash cans.  Clean door handles and doors at touch points.  <b>Weekly</b>  Remove cobwebs from corners and ceilings.
<b>Passages and Reception Areas</b>		<b>Daily</b>  Dust and wipe down all reachable surfaces, including tables, shelves, electronics, etc.  Vacuum carpets, sweep, and mop hard floors.  <b>Weekly</b>  Clean mirrors, pictures and picture frames, notices, glass surfaces, etc.  Remove cobwebs from corners and ceilings.  <b>Monthly</b>  Vacuum upholstered furniture or wipe down leather furniture.  Dust and wipe down bookshelves.

<b>Studios and Narrators Prep Room</b>		<p><b>Daily</b></p> <p>Dust and wipe down furniture, including desks and cabinets.</p> <p>Vacuum the floors.</p> <p>Dust and wipe down external studio panels, doors, and doorknobs.</p> <p>Empty and clean the inside of studio trash cans.</p> <p>Preferably completed before 8 AM.</p> <p><b>Weekly</b></p> <p>Clean mirrors and glass surfaces.</p>
<b>Audio and Braille Maxtor's</b>		<p><b>Daily</b></p> <p>Dust and wipe down external Maxtor panels and doorknobs</p>
<b>General Cleaning</b>		<p><b>Daily</b></p> <p>Wipe down doorknobs and light switches.</p> <p>Clean and disinfect frequently touched surfaces (e.g., handrails, remote controls, door frames, and touch points).</p> <p>Spot clean walls for any visible stains or marks.</p> <p>Vacuum or sweep and mop common areas, hallways, and entryways.</p> <p><b>Weekly</b></p> <p>Dust and wipe down vents.</p> <p>Clean reachable windows and windowsills.</p> <p>Clean light fixtures.</p> <p>Clean patio or balcony area, and external surrounding areas of the building.</p> <p><b>Monthly</b></p> <p>Clean reachable windows and windowsills.</p>

**Extras (As Needed):**

- Deep cleaning of carpets and/or rugs.
- Upholstery cleaning.
- Window cleaning (inside and outside).

**Safety and Maintenance:**

- Ensure safe working practices, especially considering blind and visually impaired staff and members/users.
- Report any identified structural, electrical, or other noticeable defects or health risks within the SALB to the Technical Officer or Health and Safety Representatives immediately.

**Total costs Table**

DESCRIPTION	COSTS
Cleaner x 4 x 4hours x 3 days x 4 weeks (As per labour rates)	
Additional (monthly) Equipment Supplies I.e. (Vacuum cleaner and other equipment)	
Cleaning Supplies (Monthly) I.e. Cleaning detergent	
Any other (Please specify)	
VAT (If applicable)	
Total cost	

**COMPULSORY REQUIREMENTS:**

- COIDA certificate/ Letter of good standing
- Rates per cleaner may not be below the prescribed minimum wage of Department of Labour

***NB: Failure to meet the above requirements may leads to disqualification.***

***At least the service provider may obtain 70 % of the first stage to qualify for stage 2.***

The evaluation criteria for functionality will be as follows:

ITEM	POINTS
<b>STAGE 1 OF EVALUATION-CAPACITY TO EXECUTE WORK</b>	
• Previous Experience	50
• Capacity and Expertise	50
<b>STAGE 2 OF EVALUATION- PRICE &amp; PREFERENTIAL POINTS</b>	
• Price	80
• B-BBEE Status Contribution Level (Scoring)	20
<b>TOTAL</b>	<b>100</b>

### Breakdown of Stage 1

CAPACITY TO EXECUTE WORK	Weight (100)
<b>Bidder's relevant experience and track record</b>	<b>50</b>
<p>The following scoring matrix will be used to evaluate these criteria.</p> <p>5 and above years of relevant experience = 50  3 - 4 years of years of relevant experience = 30  1 - 2 years of relevant experience = 20</p> <p><i>Reference letters must be on the letterhead of that organisation and be signed</i></p>	<b>50</b>
CAPACITY AND EXPERTISE	50
<p><b>PROJECT TEAM</b></p> <ul style="list-style-type: none"> <li>• Team leader/ Supervisor should have a minimum of two (2) years office cleaning supervisory experience. <b>20</b></li> <li>• Key Personnel: Demonstrate the ability of the Individual/Team to render the service and the expertise of key staff members. This must be supported with a submission of CVs for team members. i.e. Contract Manager and the team of experienced cleaning staff must attach their highest qualifications. <b>30</b></li> </ul> <p><i>NB: Attached CV's and certified copies not older than 6 months for all qualifications for the project team. The bidders must clearly index and label the Management CVS's of not more than three pages.</i></p>	

## **Breakdown of Stage 2**

### **PRICE**

The preference point system are applicable to all bids:

- The 80/20 system for requirements with a Rand value up to R1 000 000 (all applicable taxes Included)
- The 90/10 system for requirements with a Rand value above R 1 000 000 (all applicable taxes included)
- The value of this request for quotation is estimated not to exceed R1 000 000 (all applicable taxes included) and the 80/20 system shall be applicable.
- Preference points for this request for quotation shall be awarded for:
  - (a) Price
  - (b) B-BBEE Status Level of Contribution

To qualify, the service provider must have the following document:

- B-BBEE Certificate / affidavit that is valid for the period of 12 months.
- The B-BBEE Certificate must be from the verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

***NB: Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.***

## **SUBMISSION OF PROPOSALS**

The completed proposal must be submitted via email and address to: [noncedo.brukwe@salb.org.za](mailto:noncedo.brukwe@salb.org.za).  
All proposals must reach the SALB offices on or before 16h00,04 October 2024.

## **DOCUMENTATION**

To receive copies of SBD form, kindly call 046 622 7226 or email to [noncedo.brukwe@salb.org.za](mailto:noncedo.brukwe@salb.org.za).

## **BID ENQUIRIES**

Enquiries should be directed to Technical Services, Mr Jonnathan Bennette at 046 622 7226 or email: [jonathan.bennette@salb.org.za](mailto:jonathan.bennette@salb.org.za) and SCM Related enquiries should be directed to the SCM Officer: Ms Noncedo Brukwe on 046 622 7226 or email: [noncedo.brukwe@salb.org.za](mailto:noncedo.brukwe@salb.org.za).

Regards



Chief Financial Officer

19/09/2024

Date

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